Disciplinary Process for Temporary and Student Employees

Policy

Because TRC temporary and student employee assignments are awarded on a semester-by-semester basis, future assignments are at the discretion of the program staff. All TRC employees are expected to maintain professional standards of conduct suitable for promoting a supportive learning environment that is conducive to intellectual growth and the fulfillment of human potential. Following is a description of the SI program’s progressive discipline procedures which govern mid-semester dismissal processes.

Procedure

1. SI Leader employment status is wholly contingent upon instructor consent of SI support in the designated course. If at any time the instructor withdraws consent or requests removal of the SI leader from the course then the SI Leader position is no longer viable and effectively terminates.
2. If a temporary or student employee is found to be out of compliance with any UTSA, TRC, or program policy, the supervisor will implement the following progressive disciplinary actions:
   1. First Occurrence = Verbal Warning
   2. Second Occurrence = Written Warning
   3. Third Occurrence = Dismissal from Employment
3. The following behaviors are considered “Unacceptable.” Temporary or student employees found in violation of these will be subject to **immediate** dismissal from the SI program.

**Examples of Unacceptable Conduct include but are not limited to:**

1. Theft, dishonesty or unauthorized use of institutional property, including but not limited to: records, confidential information, SI text books, and copier for non- SI related materials.
2. Intentional destruction of UTSA property or the personal property of members of the UTSA community.
3. Falsification of time sheets, sign in sheets, personnel records or other institutional records.
4. Fighting, encouraging a fight or threatening, attempting or causing injury to another person on the premises.
5. Display of rude and offensive behaviors toward students and/or engagement in hostile verbal altercations with UTSA students, staff or other members of the UTSA community.
6. Disorderly conduct, harassment of other employees (including sexual harassment) or use of abusive language on the premises.
7. Job abandonment and/or neglect of duties set forth in the SI Leader Performance Guidelines.
8. Completing student homework assignments, disclosing information about the contents of quizzes/exams or otherwise violating UTSA academic honesty standards established in the Student Code of Conduct.
9. Disruptive behaviors in assigned SI class including but not limited to: sleeping, web-surfing, texting, talking during lecture and engaging in any kind of unsolicited debates or arguments with students or the course instructor.
10. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs on the premises at any time, having intoxicants or drugs in one's possession on the premises at any time, or being under the influence of intoxicants or drugs on the premises at any time.

# I have read and understand the Policy and Procedure for Dismissal above. I understand that any violations of the above “Unacceptable Conduct” will result in immediate dismissal from employment with the SI program. In addition to dismissal, student employees may be subject to action by UTSA’s Student Conduct and Community Standards office.

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Signature of SI Leader Date Program Coordinator Date

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Please Print Name SI Leader Date